

IMPORTANT COMPLIANCE NOTICE

The posters included in this file are required by the federal government

Your state government requires additional posters that you must have to be fully compliant.

Now that you can see the quality of the federal posters, we hope you will use GovDocs as your single source for all the labor law posters you need.

AVOID UNNECESSARY FINES AND LABOR DISPUTES!

If you have not already ordered your state posters, go to <http://www.hrdocs.com/Posters/> to view the posters required by your state and order them online.

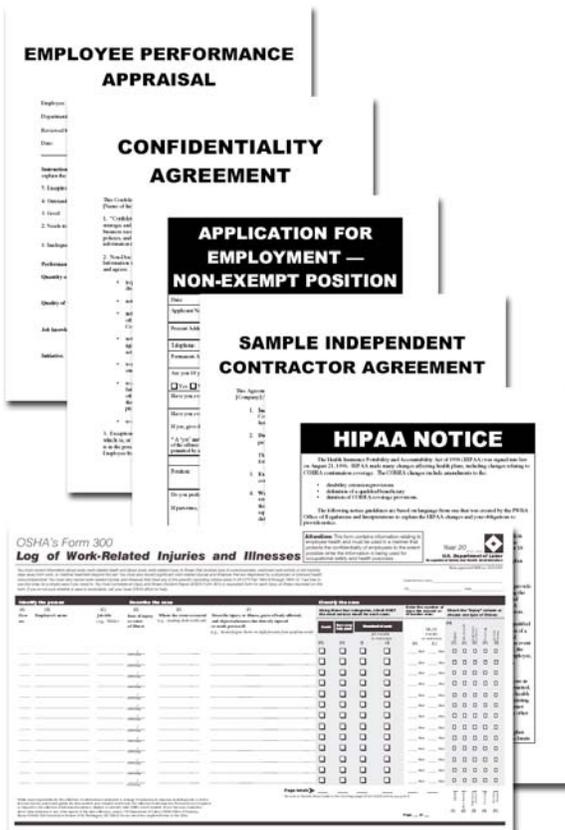
Posters are updated quite frequently – let GovDocs be your partner in compliance!

The following states have updated posters in 2003: Alaska, Arizona, California, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, Nevada, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, Texas, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming.

The following states updated posters in 2002: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nevada, New Hampshire, New Jersey, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, and Wisconsin.

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Federal Labor Law Postings

Name of Poster	Posting Requirements	Agency Responsible
Family and Medical Leave Act of 1993 (English & Spanish*)	50 or more employees	Wage and Hour Division, US Dept. of Labor
It's the Law (English & Spanish*)	All employers	Occupational Safety & Health Administration
Federal Minimum Wage	All employers of employees subject to the Fair Labor Standards Act's minimum wage provisions	Wage and Hour Division, US Dept. of Labor
Employee Polygraph Protection Act (English & Spanish*)	All employers subject to the Employee Polygraph Protection Act.	Employment Standards Administration
Equal Employment Opportunity is the Law (English & Spanish*)	All employers covered by non-discrimination and EEO laws.	Equal Employment Opportunity Commission
Workers with Disabilities Paid at Special Minimum Wages	All employers of workers with disabilities under special minimum wage certificates	Wage and Hour Division, US Dept. of Labor
Migrant & Seasonal Agriculture Worker Protection	Employers of migrant workers	Wage and Hour Division, US Dept. of Labor
Check Your Withholdings (IRS Poster)	Recommended for all employers	Internal Revenue Service
Earned Income Credit (IRS Poster)(English & Spanish*)	Recommended for all employers	Internal Revenue Service

* While they are not required, Spanish versions of the federal posters are recommended for employers of Spanish-speaking workers.

Printing and Posting Instructions

- 1.) Determine which of the posters listed above are required for your place of work.
- 2.) Print those posters on 8.5"x11" paper by selecting <Print> from the <File> menu at the top of your screen. We recommend you use a printer with at least 1MB of memory. Assemble multiple page posters either by using tape or by copying onto a larger sheet of paper with a copying machine.
- 3.) Display the posters in a **conspicuous area** where all employees will see them (such as an employee lounge, break room, or cafeteria).

Compliance Information

- 1.) **In addition to the federal labor law posters in this file, you must post state labor law posters to be fully compliant and avoid fines.**
- 2.) Visit <http://www.govdocs.com/Posters/> to view state posting requirements and order the posters online.

WE LOOK FORWARD TO SERVING ALL OF YOUR POSTING NEEDS

Your Rights

Under The

Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250

hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons For Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts By Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

If you have access to the Internet visit our FMLA website: <http://www.dol.gov/esa/whd/fmla>. To locate your nearest Wage-Hour Office, telephone our Wage-Hour toll-free information and help line at 1-866-4USWAGE (1-866-487-9243): a customer service representative is available to assist you with referral information from 8am to 5pm **in your time zone**; or log onto our Home Page at <http://www.wagehour.dol.gov>.



U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420
Revised August 2001

Sus Derechos

bajo

La Ley de Ausencia Familiar y Médica de 1993

La Ley de Ausencia Familiar y Médica de 1993 (LAFM) requiere que patrones sujetos a la ley provean a sus empleados 12 semanas de ausencia del trabajo sin paga por ciertas razones familiares médicas, con protección del empleo a empleados

"elegibles." Se consideran elegibles a los empleados de dicho patrón quienes hayan trabajado un año, y trabajado 1,250 horas o más en los últimos 12 meses, y trabajan dentro de un área de 75 millas donde se ocupan a 50 empleados o más del mismo patrón.

Razones Para Solicitar Ausencia

Tiene derecho un empleado de tomar ausencia del trabajo sin paga por cualquiera de las siguientes razones:

- para cuidar a un niño recién nacido, o llevar a cabo una adopción o crianza, de un niño del empleado;
- para cuidar a un cónyuge (esposo/a), hijo/a, o *cualquiera* de los padres, quién padezca de un estado de salud grave; o
- por un estado de salud grave que le impide a un empleado desempeñar su trabajo.

Se puede elegir por parte del empleado o el patrón substituir una ausencia sin paga por una ausencia *pagada* si el empleado tiene el tiempo pagado acumulado.

Notificación por Adelantado y Certificado Médico

Se le puede exigir a un empleado que notifique por adelantado la necesidad de estar ausente, y además exigirle que provea certificado medico. Se puede negar el permiso si el empleado no cumple con estos requisitos.

- Por lo general se requiere que el empleado notifique al patrón con 30 días por adelantado cuando la ausencia es "anticipada."
- El patrón puede exigirle un certificado médico al empleado que pide tomar ausencia por motivo de un estado de salud grave, y puede exigir una segunda o tercera opinión médica (a cuenta del patrón), y además puede exigir un certificado médico de la salud, estado físico y capacidad del empleado para regresar al trabajo.

Beneficios y Protección del Empleo

- Durante una ausencia, el patrón tendrá que mantener en vigor el seguro de salud del empleado bajo cualquier "plan de salud de grupo" en existencia.

- Al regresar de una ausencia los empleados tienen el derecho a su trabajo original o a un trabajo equivalente con sueldo, beneficios, y otras condiciones de empleo equivalentes.
- Una ausencia no puede resultar en la pérdida de ningún beneficio acumulado antes de que el empleado comenzara la ausencia del trabajo.

Actos Ilegales Por Parte del Patrón

La LAFM le prohíbe al patrón lo siguiente:

- que interfiera, restrinja, o niegue que se ejercite cualquier derecho estipulado por la LAFM;
- que se despidan o se discrimine en contra de cualquier persona que se oponga a una práctica prohibida por la LAFM, o se involucre en cualquier procedimiento relacionado a esta ley.

Ejecución

- El "Department of Labor" tiene la autoridad de investigar y resolver quejas de infracciones de la LAFM.
- El empleado elegible puede demandar a un patrón por medio de acción civil por infracciones de la LAFM.

La LAFM no afecta ninguna ley federal o estatal que prohíba la discriminación, ni reemplaza ninguna ley estatal o local, o convenio sindical que provea más amplios derechos de ausencia familiar o médica.

Para Más Información

Si tiene acceso al internet, visite la pagina de la LAFM: <http://www.dol.gov/esa/whd/fmla>. Para localizar la oficina de horarios y salarios más cercana, llame a nuestra línea gratis de información y ayuda al 1-866-4USWAGE (1-866-487-9243). Representantes están disponibles para asistir con información desde 8am a 5pm **en su zona horaria**; o visite nuestra pagina de internet <http://www.wagehour.dol.gov>.



U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420 Sp
Revised August 2001

You Have a Right to a Safe and Healthful Workplace.

IT'S THE LAW!

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with OSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the OSH Act.
- You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.



The Occupational Safety and Health Act of 1970 (OSH Act), P.L. 91-596, assures safe and healthful working conditions for working men and women throughout the Nation. The Occupational Safety and Health Administration, in the U.S. Department of Labor, has the primary responsibility for administering the OSH Act. The rights listed here may vary depending on the particular circumstances. To file a complaint, report an emergency, or seek OSHA advice, assistance, or products, call 1-800-321-OSHA or your nearest OSHA office: • Atlanta (404) 562-2300 • Boston (617) 565-9860 • Chicago (312) 353-2220 • Dallas (214) 767-4731 • Denver (303) 844-1600 • Kansas City (816) 426-5861 • New York (212) 337-2378 • Philadelphia (215) 861-4900 • San Francisco (415) 975-4310 • Seattle (206) 553-5930. Teletypewriter (TTY) number is 1-877-889-5627. To file a complaint online or obtain more information on OSHA federal and state programs, visit OSHA's website at www.osha.gov. If your workplace is in a state operating under an OSHA-approved plan, your employer must post the required state equivalent of this poster.

1-800-321-OSHA

www.osha.gov

U.S. Department of Labor  • Occupational Safety and Health Administration • OSHA 3165

LFD02/2

GovDocs.com

Usted Tiene el Derecho a un Lugar de Trabajo Seguro y Saludable.

¡LO ESTABLECE LA LEY!

- Tiene el derecho de notificar a su empleador o a la OSHA sobre cualquier peligro en su lugar de trabajo. Puede pedir a la OSHA que mantenga su nombre en reserva.
- Tiene el derecho de solicitar una inspección de la OSHA si considera que existen condiciones peligrosas y poco saludables en su lugar de trabajo. Usted o su representante puede participar en la inspección.
- Puede presentar un reclamo a OSHA durante un plazo de 30 días si su empleador lo discrimina por presentar reclamos de seguridad y sanidad o por ejercer sus derechos de acuerdo con la Ley.
- Tiene el derecho de ver las citaciones de la OSHA enviadas a su empleador. Su empleador debe colocar las citaciones en un lugar visible en el sitio de la supuesta infracción o cerca de él.
- Su empleador debe corregir los peligros en el lugar de trabajo dentro del plazo indicado en la citación y debe certificar que dichos peligros se hayan reducido o eliminado.
- Tiene el derecho de recibir copias de su historial médico o de los registros de su exposición a sustancias o condiciones tóxicas y peligrosas.
- Su empleador debe colocar este aviso en un lugar visible de su lugar de trabajo.



La Ley de Seguridad y Salud Ocupacionales de 1970 (la Ley), P.L. 91-596, garantiza condiciones ocupacionales seguras y saludables para los hombres y las mujeres que desempeñen algún trabajo en toda la Nación. La Administración de Seguridad y Salud Ocupacionales (OSHA), dependiente del Departamento del Trabajo de los Estados Unidos, es la responsable principal de supervisar la Ley. Los derechos que se indican en este documento pueden variar según las circunstancias particulares. Para presentar un reclamo, informar sobre una emergencia o pedir consejo, asistencia o productos de la OSHA, llame al 1-800-321-OSHA o a la oficina de la OSHA más cercana a usted: • Atlanta (404) 562-2300 • Boston (617) 565-9860 • Chicago (312) 353-2220 • Dallas (214) 767-4731 • Denver (303) 844-1600 • Ciudad de Kansas (816) 426-5861 • Nueva York (212) 337-2378 • Filadelfia (215) 861-4900 • San Francisco (415) 975-4310 • Seattle (206) 553-5930. El número TTY es 1-877-889-5627. Para presentar un reclamo en línea u obtener más información sobre los programas federales y estatales de la OSHA, visite el sitio Web de la OSHA en www.osha.gov. Si su lugar de trabajo se encuentra en un estado que funciona según un plan aprobado por la OSHA, su empleador debe colocar en un sitio visible el equivalente estatal de este afiche.

1-800-321-OSHA

www.osha.gov

Departamento del Trabajo de los E.E. UU.  • Administración de Seguridad y Salud Ocupacionales • OSHA 3167

LFD08/2

GovDocs.com

Your Rights Under the Fair Labor Standards Act

Federal Minimum Wage

\$4.75 *per hour*
beginning October 1, 1996

\$5.15 *per hour*
beginning September 1, 1997

Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.

Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

Tip Credit - Employers of "tipped employees" must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

Overtime Pay

At least 1 1/2 times your regular rate of pay for all hours worked over 40 in a workweek.

Child Labor

An employee must be at least **16** years old to work in most non-farm jobs and at least **18** to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than -

- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from **June 1** through **Labor Day**, when evening hours are extended to **9 p.m.** Different rules apply in agricultural employment.

Enforcement

The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Fines of up to \$10,000 per violation may be assessed against employers who violate the child labor provisions of the law and up to \$1,000 per violation against employers who willfully or repeatedly violate the minimum wage or overtime pay provisions. This law prohibits discriminating against or discharging workers who file a complaint or participate in any proceedings under the Act.

- Note:**
- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
 - Special provisions apply to workers in American Samoa.
 - Where state law requires a higher minimum wage, the higher standard applies.

For Additional Information, Contact the Wage and Hour Division office nearest you - listed in your telephone directory under United States Government, Labor Department.

This poster may be viewed on the world wide web at this address: <http://www.dol.gov/dol/esa/public/minwage/main.htm>

The law requires employers to display this poster where employees can readily see it.

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210



WH Publication 1088
Revised October 1996

U.S. DEPARTMENT OF LABOR

EMPLOYMENT STANDARDS ADMINISTRATION

Wage and Hour Division

Washington, D.C. 20210



NOTICE

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS*

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits *polygraph* (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

EXAMINEE RIGHTS

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties up to \$10,000 against violators. Employees or job applicants may also bring their own court actions.

ADDITIONAL INFORMATION

Additional information may be obtained, and complaints of violations may be filed, at local offices of the Wage and Hour Division, which are listed in the telephone directory under U.S. Government, Department of Labor, Employment Standards Administration.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

**The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.*

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION

Wage and Hour Division
Washington, D.C. 20210

WH Publication 1462
September 1998



Aviso

Ley de Protección contra el Examen Poligráfico

La Ley de Protección contra el Examen Poligráfico prohíbe el uso de estos exámenes durante el período de pre empleo o durante el servicio de empleo.

PROHIBICIONES

No se permite que los empresarios exijan o requieran que un empleado o candidato a un trabajo se someta a un examen poligráfico por medio de una máquina que diagnostica la honestidad de una persona. Tampoco se puede despedir, disciplinar o discriminar de ninguna forma contra un empleado o candidato a un trabajo que se niegue a someterse al examen por acogerse a sus derechos establecidos por la ley.

EXCEPCIONES*

Esta Ley no se aplica a los empleados de los gobiernos locales, estatales o federales. Tampoco se aplica a los exámenes que les exige el gobierno federal a ciertos individuos que trabajan en actividades relacionadas con la seguridad nacional.

Esta Ley permite la administración de exámenes poligráficos (para detectar si una persona ha dicho la verdad) en el sector privado a ciertos candidatos para un empleo en compañías de seguridad (vehículos blindados, sistemas de alarma y guardias). También se les permite el uso de éstos a compañías que fabrican o distribuyen productos farmacéuticos. Existen algunas limitaciones.

Esta Ley también permite la administración de estos exámenes a empleados de empresas privadas que estén bajo sospecha de haber participado en un robo o haberle causado algún daño económico a la compañía.

DERECHOS DE LOS EXAMINADOS

En casos en que se permitan estas pruebas, éstas deben ser administradas bajo normas estrictas en cuanto a su administración y duración. Los examinados tienen derechos específicos, incluyendo el derecho de advertencia por escrito antes de someterse al examen, el derecho de negarse a someterse al examen o a discontinuarlo. También tienen el derecho a negarse a que los resultados del examen estén al alcance de personas no autorizadas.

EJECUCIÓN

El Secretario o Secretaria del Trabajo puede tomar acciones jurídicas contra una compañía que viole esta Ley, e imponer multas de hasta \$10,000. Los empleados o candidatos también tienen derecho a la acción jurídica.

INFORMACIÓN ADICIONAL

Se pueden hacer demandas y conseguir más información en la División de Horas y Salarios que aparece en el directorio telefónico Bajo: U.S. Government, Department of Labor, Employment Standards Administration.

La Ley exige que los contratistas exhiban este aviso en lugares donde los empleados y candidatos lo puedan ver fácilmente.

Esta Ley no sustituye ninguna provisión a cualquier ley estatal o local ni tampoco a contratos de sindicatos que sean más estrictos con respecto a los exámenes poligráficos.

Equal Employment Opportunity is THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal contract or subcontract are protected under Federal law from discrimination on the following basis:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires employers to take affirmative steps to ensure equality of opportunity in all aspects of employment

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of a disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA AND SPECIAL DISABLED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, special disabled veterans, recently separated veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Any person who believes a contractor has violated its nondiscrimination or equal opportunity obligations under one or more of the authorities above should immediately contact:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration (ESA), U.S. Department of Labor (DOL), 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 693-0100 (DOL's toll free TTY number, for individuals with hearing impairments is (800) 326-2577), or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor, or access OFCCP's web site via the Internet at www.dol.gov/esa/ofccp_org.htm.

Private Employment, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, national origin, or sex (including pregnancy). Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations, unless such accommodations would impose an undue hardship on the employer.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, and other terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort and responsibility under similar working conditions, in the same establishment.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time frames in which you must file charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected. If you believe that you have been discriminated against under any of the above laws, you should immediately contact:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TTY number is (800) 669-6820, or access EEOC's web site at www.eeoc.gov.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of a disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities, who, with or without reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

La Igualdad De Oportunidades De Empleo Es

LA LEY

Empleadores con Contratos o Subcontratos Federales

Solicitantes de empleo y empleados de compañías privadas que tienen un contrato o subcontrato federal son protegidos por las siguientes autoridades federales:

RAZA, COLOR, RELIGION, SEXO, ORIGEN NACIONAL

La Orden del Poder Ejecutivo 11246, según enmendada, prohíbe la discriminación en el empleo por razón de raza, color, religión, sexo u origen nacional, y requiere programas de acción afirmativa para asegurar la igualdad de oportunidades en todos los aspectos de empleo.

INDIVIDUOS CON IMPEDIMENTOS

La Sección 503 de la Ley de Rehabilitación de 1973, según enmendada, prohíbe la discriminación en el empleo por razón de impedimento y requiere programas de acción afirmativa en la contratación y ascenso de personas calificadas con impedimentos que, con comodidad razonable, pueden desempeñar las funciones esenciales del empleo.

VETERANOS DE LA ERA VIETNAM, VETERANOS CON IMPEDIMENTOS ESPECIALES, Y OTROS VETERANOS PROTEGIDOS

38 U.S.C. 4212 de la Ley de Asistencia para la Readaptación de los Veteranos de Vietnam prohíbe la discriminación en el empleo y exige programas de acción afirmativa en la contratación y ascenso de veteranos calificados de Vietnam y de veteranos calificados con impedimentos especiales.

Cualquier persona que crea que un contratista no ha cumplido con sus obligaciones referentes a la no discriminación o los programas de acción afirmativa bajo las leyes anteriormente mencionadas debe comunicarse de inmediato con:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 o llamar al (202) 693-0101, o una oficina regional o de distrito del OFCCP, listado bajo el título U.S. Government, Department of Labor.

Empleadores Privados, Gobiernos Estatales y Locales, Instituciones de Enseñanza

Las siguientes leyes federales protegen solicitantes de empleo y empleados de la mayoría de los empleadores privados, gobiernos estatales y locales, instituciones de enseñanza, agencias de empleo y organizaciones laborales:

RAZA, COLOR, RELIGION, SEXO, ORIGEN NACIONAL

El Título VII de la Ley de Derechos Civiles de 1964, según enmendada, prohíbe la discriminación en el empleo por razón de raza, color, religión, sexo u origen nacional en la contratación, promoción, despido, pago, beneficios suplementarios, programas de adiestramiento, clasificación de empleo, reclutamiento y bajo cualquier otro término y condición de empleo.

IMPEDIMENTO

La Ley para Personas con Impedimentos de 1990, según enmendada, protege solicitantes de empleo y empleados con impedimentos contra la discriminación en la contratación, promoción, despido, pago, programas de adiestramiento, beneficios suplementarios, clasificación, asignación, y otros aspectos de empleo por razón de impedimento. La ley también exige que toda entidad comprendida proporcione a solicitantes de empleo y empleados calificados con impedimentos comodidad razonable al menos que esto cause dificultad excesiva.

EDAD

La Ley Contra la Discriminación en el Empleo por Razón de Edad de 1967, según enmendada, protege solicitantes de empleo y empleados de 40 años de edad o más de la discriminación en el empleo por razón de edad en la contratación, promoción, despido, pago, y bajo cualquier otro término, condición o privilegio de empleo.

SEXO (PAGO)

Además del Título VII de la Ley de Derechos Civiles de 1964 (anteriormente descrita), la Ley de Igualdad en el Pago de 1963, según enmendada, prohíbe la discriminación por razón de sexo en el pago de salario a mujeres y hombres que realizan trabajos sustancialmente iguales en el mismo lugar de trabajo.

Tomar represalia contra una persona que haya presentado una denuncia de discriminación, participe en una investigación, o se oponga a una práctica ilegal de empleo es prohibido por todas estas leyes federales.

Si usted cree que ha sido discriminado bajo cualquiera de las leyes descritas, debe comunicarse de inmediato con:

La Comisión de Igualdad de Oportunidades de Empleo (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 o con una oficina local de la Comisión llamando gratuitamente al (800) 669-4000. Para personas con impedimentos auditivos, el número sin cargo de la Comisión por el sistema TDD es (800) 669-6820.

Programas o Actividades que Reciben Subsidios Federales

RAZA, COLOR, ORIGEN NACIONAL, SEXO

Además del amparo que brinda el Título VII de la Ley de Derechos Civiles de 1964, el Título VI de la ley prohíbe la discriminación por razón de raza, color, u origen nacional en programas o actividades que reciben subsidios federales. Discriminación en el empleo está comprendida bajo el Título VI se el objetivo primordial del subsidio es proporcionar empleos y en los casos en que la discriminación en el empleo causa o podría causar discriminación en la prestación de servicios de esos programas. El Título IX de las Enmiendas de Educación de 1972 prohíbe la discriminación en el empleo por razón de sexo en programas o actividades educacionales que reciben subsidios federales.

INDIVIDUOS CON IMPEDIMENTOS

La Sección 504 de la Ley de Rehabilitación de 1973, según enmendada, prohíbe la discriminación en el empleo por razón de impedimentos en cualquier programa o actividad que recibe subsidios del gobierno federal. Se prohíbe la discriminación en todas las modalidades de empleo contra personas con impedimentos físicos y mentales que, con comodidad razonable, pueden desempeñar las funciones esenciales del empleo.

Si usted cree que ha sido discriminado en el empleo en un programa de cualquier institución que recibe subsidios federales, debe comunicarse de inmediato con la agencia federal que otorga el subsidio.

Notice to Workers with Disabilities Paid at Special Minimum Wages

This establishment has a certificate authorizing the payment of special minimum wages to workers who are disabled for the work they are performing. Authority to pay special minimum wages to workers with disabilities applies to work covered by the **Fair Labor Standards Act (FLSA)**, **McNamara-O'Hara Service Contract Act (SCA)**, and/or **Walsh-Healey Public Contracts Act (PCA)**. Such special minimum wages are referred to as “**commensurate wage rates**” and are less than the basic hourly rates stated in an SCA wage determination and less than the FLSA minimum wage of **\$4.75 per hour beginning October 1, 1996 and \$5.15 per hour beginning September 1, 1997**. A “commensurate wage rate” is based on the worker’s individual productivity, no matter how limited, in proportion to the wage and productivity of experienced nondisabled workers performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

Workers With Disabilities

For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as:

- An individual whose earnings or productivity capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.
- Disabilities which may affect productive capacity include blindness, mental illness, mental retardation, cerebral palsy, alcoholism, and drug addiction. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

Key Elements of Commensurate Wage Rates

- **Nondisabled worker standard**-The objective gauge (usually a time study of the production of workers who are not disabled for the job) against which the productivity of a worker with a disability is measured.
- **Prevailing wage rate**-The wage paid to experienced workers who are not disabled for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA covered work.
- **Evaluation of the productivity of the worker with a disability**- Documented measurement of the production of the worker with a disability (quantity and quality).

The wages of all workers paid commensurate wages must be reviewed and adjusted, if appropriate, at periodic intervals. At a minimum, the productivity of hourly paid workers must be reevaluated every six months and a new prevailing wage survey must be conducted at least once every twelve months.

Overtime

Generally, if you are performing work subject to the FLSA, SCA, and/or PCA, you must be paid at least 1¹/₂ times your regular rate of pay for all hours worked over 40 in a workweek.

Child Labor

Minors younger than **18 years old** must be employed in accordance with the child labor provisions of FLSA. No persons under 16 may be employed in manufacturing or on a PCA contract.

Fringe Benefits

Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent). **Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the wage determination.**

Worker Notification

Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

Petition Process

Workers with disabilities paid at special minimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N. W., Washington, D.C. 20210.

Employers shall display this poster where employees and the parents and guardians of workers with disabilities can readily see it. Complaints or questions regarding the terms and conditions of employment under a certificate may be directed to the Wage and Hour Division office nearest you - listed in your telephone directory under United States Government, Labor.

For this document and other Wage-Hour information, visit our web site at this address: <http://www.dol.gov/dol/esa/public/whd-org.htm>.



Notice

Migrant and Seasonal Agriculture Worker Protection Act

This federal law requires agricultural employers, agricultural associations, farm labor contractors and their employees to observe certain labor standards when employing migrant and seasonal farmworkers unless specific exemptions apply. Further, farm labor contractors are required to register with the U.S. Department of Labor.

Migrant and Seasonal Farmworkers Have These Rights

- To receive accurate information about wage and working conditions for the prospective employment
- To receive this information in writing and in English, Spanish or other languages, as appropriate
- To have the term of the working arrangement upheld
- To have farm labor contractors show proof of registration at the time of recruitment

Aviso

Ley de Protección de Trabajadores Migrantes y Temporales en la Agricultura

Esta ley federal exige que los patrones agrícolas, las asociaciones agrícolas, los contratistas de mano de obra agrícola (o troqueros), y sus empleados cumplan con ciertas normas laborales cuando ocupan a los trabajadores migrantes y temporales en la agricultura, a menos que se apliquen excepciones específicas. Los contratistas, o troqueros, tienen además la obligación de registrarse con el Departamento del Trabajo.

Los Trabajadores Migrantes y Temporales en la Agricultura Tienen los Derechos Siguietes

- Recibir detalles exactos sobre el salario y las condiciones de trabajo del empleo futuro
- Recibir estos datos por escrito en inglés, en español, o en otro idioma que sea apropiado
- Cumplimiento de todas las condiciones de trabajo como fueron presentadas cuando se les hizo la oferta de trabajo
- Al ser reclutados para un trabajo, ver una prueba de que el contratista se haya registrado con el Departamento del Trabajo

- To be paid wages when due
- To receive itemized, written statements of earnings for each pay period
- To purchase goods from the source of their choice
- To be transported in vehicles which are property insured and operated by licensed drivers, and which meet federal and state safety standards
- For migrant farmworkers who are provided housing
 - * To be housed in property which meets federal and state safety and health standards
 - * To have the housing information presented to them in writing at the time of recruitment
 - * To have posted in a conspicuous place at the housing site or presented to them 8 statement of the terms and conditions of occupancy, if any

Workers who believe their rights under the act have been violated may file complaints with the department's Wage and Hour Division or may file suit directly in federal district court. The law prohibits employers from discriminating against workers who file complaints, testify or in any way exercise their rights on their own behalf or on behalf of others. Complaints of such discrimination must be filed with the division within 180 days of the alleged event.

For further information, get in touch with the nearest office of the Wage and Hour Division, listed in most telephone directories under the U.S. Government, Department of Labor.

U.S. Department of Labor

Employment Standards Administration
Wage and Hour Division



The law requires employers to display this poster where employees can readily see it.

- Cobrar el salario en la fecha fijada
- Recibir cada día de pago un recibo indicando el salario y la razón de cualquier deducción
- Comprar mercancías al comerciante que ellos escojan
- Ser transportados en vehículos que tengan seguros adecuados y que hayan pasado las inspecciones federales y estatales de seguridad, y conducidos por choferes que tengan permisos de manejar
- Las garantías para los trabajadores migrantes a quienes se les proporcionen viviendas o alojamiento
 - * Viviendas que satisfazan los requisitos federales y estatales de seguridad y de sanidad
 - * Al ser reclutados, recibir por escrito informes sobre las viviendas y su costo
 - * Recibir de su patron un aviso escrito explicando las condiciones de ocupación de la vivienda, o que tal aviso esté colocado en un lugar visible de la vivienda

Los trabajadores que crean haber sufrido una violación de sus derechos pueden presentar sus quejas a la División de Salarios y Horas o pueden presentar una demanda directamente a los tribunales federales. La ley prohíbe cualquier discriminación o sanción hacia los trabajadores que presenten tales quejas, que hagan declaraciones, o que reclamen de cualquier manera sus derechos, sea a beneficio de sí mismos o a beneficio de otros. Hay que presentar las quejas de discriminación o de sanción a la división dentro de 180 días del suceso.

En caso de que necesite más información, comuníquese con la oficina de la División de Salarios y Horas más cercana, que aparece en la mayoría de los directorios telefónicos bajo el título U.S. Government, Department of Labor.

Departamento del Trabajo de los EE. UU.

Administración de Normas de Empleo
División de Salarios y Horas

WH Publication 1376
Revised April 1983

La ley exige que los patrones fijen este aviso en un lugar donde puedan verlo fácilmente los trabajadores.

YOU MAY NEED TO

Check Your Withholding

Since you last filed Form W-4 with your employer did you...

- Marry or divorce?
- Gain or lose a dependent?
- Change your name?

Were there major changes to...

- Your nonwage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse started or ended a job)?
- Your itemized deductions?
- Your tax credits?

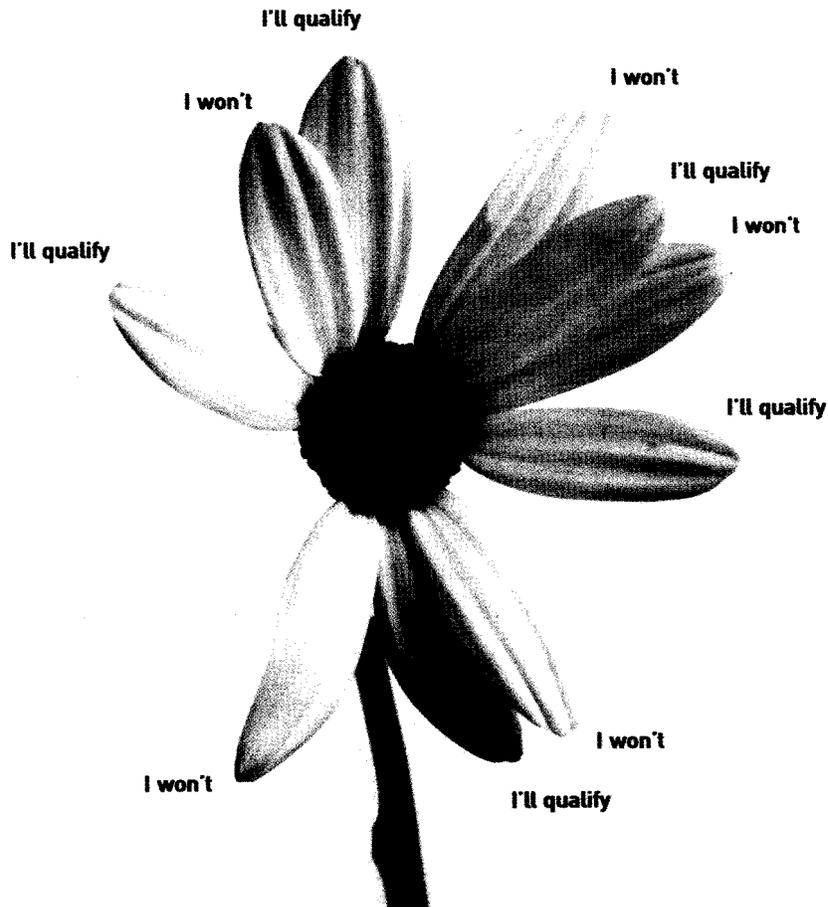
If you answered "YES" ... To any of these questions or you owed extra tax when you filed your last return, you may need to file a new Form W-4.

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676.

Now is the time to check your withholding. For more details, get Publication 919, *How Do I Adjust My Tax Withholding?*, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website.

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.





Will you qualify for the EITC this Year?

If you think you might be eligible for the Earned Income Tax Credit, look over the requirements below and keep them handy. Or visit your tax preparer to see if you can claim the EITC.

2003 Earned Income Tax Credit Requirements

To claim the EITC, taxpayers must meet the following rules

- Must have earned income
- Must have a valid Social Security number
- Investment income is limited to \$2,600
- Filing status can't be "married filing separately"
- Generally must be a U.S. citizen or resident alien all year
- Cannot be a qualifying child of another person
- Cannot file Form 2555 or 2555-EZ (related to foreign earned income)

Qualifying child criteria

A qualifying child cannot be used by more than one person to claim the EITC.

The child must meet the relationship, age and residency tests.

If you don't have a child:

- You must be at least age 25, but under age 65
- You cannot qualify as the dependent of another person
- You must have lived in the United States more than half the tax year

Proper income reporting

You need to have worked and have earned income less than:

- \$11,230 (\$12,230 if married filing jointly) if there is no qualifying child
- \$29,666 (\$30,666 if married filing jointly) if there is one qualifying child
- \$33,692 (\$34,692 if married filing jointly) if there is more than one qualifying child

Filing status

You cannot be married filing separately.

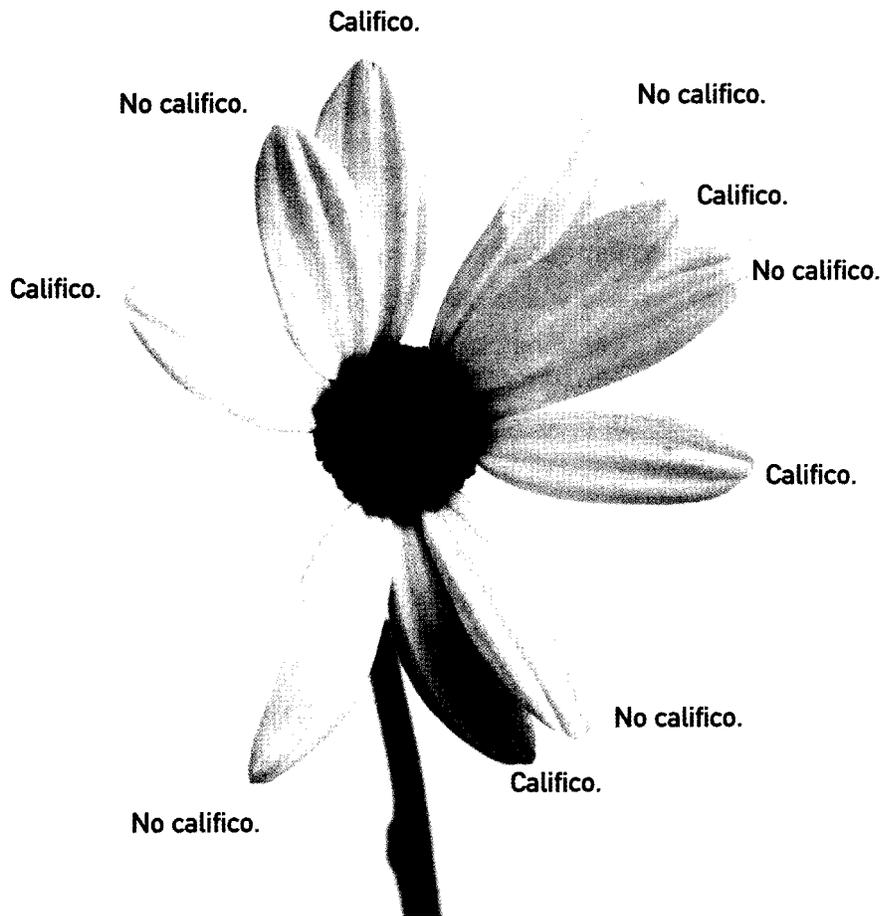
Common errors to avoid

- Taxpayers claim a child who is not a qualifying child
- Married taxpayers who should file as married filing separately instead file as single or head of household
- Income-reporting errors
- Taxpayers or qualifying children with incorrect Social Security numbers

For more information on the EITC, visit www.irs.gov/eitc or call 1-800-TAX-1040.



Internal Revenue Service
www.irs.gov/eitc



No adivine si califica para el **EITC**. Infórmese.

No se quede con la duda. Pregúntenos si califica para el EITC. Si usted cree que podría ser elegible para el Crédito por Ingreso del Trabajo (EITC), repase los requisitos que se presentan a continuación y manténgalos a la mano. Visite a su preparador de impuestos para averiguar si puede reclamar el EITC.

Requisitos para el Crédito por Ingreso del Trabajo 2003

Para reclamar el EITC, los contribuyentes deben cumplir con los siguientes requisitos:

- Haber tenido ingresos del trabajo
- Tener un número válido del Seguro Social
- Ingreso por inversiones limitado a \$2,600
- Su estado civil para efectos de la declaración no puede ser "casado(a), presentando su declaración por separado"
- Generalmente, haber sido ciudadano(a) o residente permanente de los Estados Unidos durante todo el año
- No puede ser un hijo(a) calificado(a) de otra persona
- No puede presentar la Forma 2555 ó la Forma 2555-EZ (relacionado con los ingresos provenientes del extranjero)

Criterio para la calificación de hijos(as)

Un hijo(a) calificado(a) no puede ser reclamado por más de una persona para el EITC.

Ese hijo(a) debe cumplir con los requisitos de parentesco, edad y residencia.

Si usted no tiene un hijo(a):

- Debe tener por lo menos 25 años y ser menor de 65 años
- No puede calificar como dependiente de otra persona
- Debe haber vivido en los Estados Unidos por más de la mitad del año fiscal

Forma correcta de reportar sus ingresos

Usted debe haber trabajado y recibido ingresos menores a:

- \$11,230 (\$12,230 si es casado(a) y declara conjuntamente) si no tiene un hijo(a) calificado(a), ó
- \$29,666 (\$30,666 si es casado(a) y declara conjuntamente) si tiene un hijo(a) calificado(a), ó
- \$33,692 (\$34,692 si es casado(a) y declara conjuntamente) si tiene más de un hijo(a) calificado(a)

Estado civil para efectos de la declaración

No puede estar casado(a) y presentar su declaración por separado.

Errores comunes que debe evitar

- Los contribuyentes reclaman un hijo(a) que no es un hijo(a) calificado(a)
- Contribuyentes casados que deben presentar su declaración como "casados declarando por separado", presentan su declaración como "soltero(a)" o "jefe de familia" (head of household)
- Errores al reportar los ingresos
- Contribuyentes o hijos(as) calificados(as) con números de Seguro Social incorrectos

Para más información sobre el EITC, visite www.irs.gov/eitc o llame al 1-800-829-1040.



Internal Revenue Service
www.irs.gov/eitc